



## DoD CIVILIANS - LEAVE

**REQUIRED FOR ALL DoD CIVILIANS WHO HOLD A SECRET OR HIGHER SECURITY CLEARANCE. ALSO REQUIRED FOR DoD CIVILIANS WITHOUT A SECURITY CLEARANCE IF THE COUNTRY REQUIRES TRAVEL CLEARANCE APPROVALS (SEE FCG).**

### Mandatory Training Requirements

AT Level 1 (Valid 1 year)

### Not Mandatory, But Strongly Encouraged

SERE 100.1 Civilian Version (Valid 3 years)

### Documentation

1. USAMRMC Form 55-46
2. Flight Itinerary
3. Area of Responsibility (AOR) Briefing and Post Travel Debriefing is Mandatory for Travelers with a Secret or Higher Security Clearance.
4. Force Protection Plan (FPP) dated within 3 months of travel. (Not Mandatory, but Strongly Encouraged)
5. ISOPREP/PRO-File (Not Mandatory, but Strongly Encouraged)
6. Approved Leave Form
7. PACOM's Travel Tracker/Individual Antiterrorism Plan (TT/IATP). Strongly Encouraged.
8. AFRICOM's Statement of Preparedness (STOP) document. Strongly Encouraged.

**NOTE:** All leave requests and supporting documentation will be submitted via email to [usarmy.detrick.medcom-usamrmc.other.dcsops-office@mail.mil](mailto:usarmy.detrick.medcom-usamrmc.other.dcsops-office@mail.mil). **EXCEPTION:** If leave is in conjunction with TDY, the leave request should be incorporated with the TDY request.